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ANNUAL MANAGEMENT REPORT

SECTION I - MANAGEMENT REVIEWS

1. Brief description of procedures established to conduct management reviews:*
- a. Review policy.
- b. Review objectives.
- c. Review approach.
2. Review plans for current year summarizing in brief narrative statements:**
- a. Operating program objectives to be examined.
- b. Major operations to be analyzed.
3. Review achievements for past year summarizing in brief narrative statements of changes in:**
- a. Operating program objectives
- b. Major operations

*Description should reference any on-going examination, analysis, and appraisal efforts which an agency has designated as part of its management review procedures. This description is to be reported only in the first submittal or in subsequent submittals when a significant change in management review procedures has been implemented.

**Review plans and achievements may be precleared by an agency with the applicable OMB program division prior to submittal to facilitate delineation of an appropriate level or detail. Review achievements for fiscal year 1972 do not have to be reported.

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SECTION II - PRIORITY IMPROVEMENT PROJECTS*
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1. Project title.
2. Identification of program or function covered by the Project.
3. Summary statement of improvement approach:
 - a. Brief description of Project.
 - b. Reasons Project was selected.
 - c. Brief evaluation of the usefulness of primary improvement techniques (e.g., value analysis, cost effectiveness analysis, etc.) applied.
4. Specification of improvement objectives and performance indicators:

<u>Performance Indicators**</u>	<u>-----Performance-----</u>	<u>-----Objectives-----</u>
	<u>BPRI***Base Year</u> <u>Past Year</u>	<u>Past Year</u> <u>Current Year</u>

- a. Productivity.
 - b. Service.
 - c. Quality.
 - d. Cost.
5. Assessment of performance:
 - a. Reasons for short fall or above average performance.
 - b. Corrective action initiated or required.
 - c. Target dates for improvement objective achievement.

*Submit this Section for each Priority Improvement Project. Priority Improvement Projects for fiscal year 1972 may be reported in the format contained in Exhibit 1 to Circular No. A-44, Revised, dated February 16, 1970.

**Develop all four indicators for each Project if applicable. If not applicable, explain.

***Base period reference identification: A = Past year; B = As of June 30 of past year.

SECTION III - FINANCIAL ACCOMPLISHMENTS AND PLANS

1. Significant accomplishments and Future Plans

Submit narrative description for each significant improvement completed during the fiscal year and the resulting benefits therefrom classified by functional code as follows: (1) Organization, (2) Budgeting, (3) Accounting, (4) Cash Management, (5) Reporting, (6) Auditing, (7) Staffing and Training, or (8) Automation (only if another code does not apply). Each narrative statement should include a description of the agency's future plans for further improvements and should include a realistic target date for completion. (If reported in Section II, list only the Priority Improvement Project title and the functional code.)

2. Status of approval of accounting systems

Organization and/or Accounting Entity	Status of Comptroller General Approval		System** in Operation
	Principles* and Standards	Accounting* System Design	
(a)	(b)	(c)	(d)

*Enter the status date preceded by the appropriate code from the following list:

CG, for formal approval
 Sub, for formal submission
 Tgt, to indicate the date is a target for submission
 NA, means not applicable - system not legally subject to Comptroller General approval

**Enter the progress date preceded by the appropriate code from the following list:

In opn, to indicate system is installed and operating as approved
 Tgt, to indicate the date is a target for completion of the installation
 CG, to indicate system in operation approved by the Comptroller General

3. Explanation of postponement of Target Dates

<u>Last Year Report</u>			Reason for slippage and action taken to avoid additional slippage
<u>Accounting Entity</u>	<u>Target Date</u>	<u>New Target Date</u>	
(a)	(b)	(c)	(d)

SECTION IV - AUTOMATIC DATA PROCESSING (ADP) IMPROVEMENTS*

<u>Identification of Program or Function</u>	<u>Description of Improvement**</u>
<ol style="list-style-type: none">1. Significant improvements in the performance level of a program or function as a result of using ADP capability:<ol style="list-style-type: none">a. Planned for current year.b. Achieved during past year.2. Significant improvements in the management of computer facilities and resources:***<ol style="list-style-type: none">a. Planned for current year.b. Achieved during past year.	

*Information to be reported in this Section is covered in Circular No. A-83.

**If reported in Section II. list only the Priority Improvement Project title.

***Report such improvements as consolidation of computer facilities, results from the use of hardware and software monitoring techniques, standardization of system requirements, etc.

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SECTION V - MANAGEMENT OF FEDERAL REPORTS*

1. Brief description of procedures established to manage Federal reports:**
 - a. Reports management policy.
 - b. Reports management objectives.
 - c. Reports management approach.
2. Cost of reports:***

<u>Reporting Category</u>	<u>July 1 (Past Year)</u>	<u>July 1 (Current Year)</u>	<u>Difference</u>
a. Public Reporting (man-hours)			
b. Interagency Reporting (dollars)			
c. Internal Reporting (dollars)			

*Information to be reported in this Section is covered in Circular A-40 and the Federal Property Management Regulations.

**This description is to be reported only in the first submittal or in subsequent submittals when a significant change in reports management procedures has been implemented.

***Attach a summary analysis of difference in cost of reporting over the past year citing such factors as the reporting impact of new programs and an assessment of the effectiveness of reports management efforts.

SECTION VI - PRODUCTIVITY IMPROVEMENTS*

	<u>Identification of Program or Function</u>	<u>Description of Improvement**</u>
1.	Significant improvements in the productivity of Government operations planned for the current year.	
2.	Significant improvements in the productivity of Government operations achieved in the past year.	

*Information to be reported in this Section is covered in Circular A-11, Section 24.3. Productivity Improvements for fiscal year 1972 do not have to be reported.

**If reported in Section II, list only the Priority Improvement Project title. In all other cases, include a productivity index in the description of the improvement.

SECTION VII - COST REDUCTIONS*

1. Overall cost reduction dollar savings goal for current year.
2. Overall cost reduction dollar savings achieved or estimated for:

<u>Use of Savings</u>	<u>Past Year**</u>	<u>Current Year***</u>	<u>Budget Year***</u>
a. Finance other approved requirements of the reporting unit			
b. Reprogrammed to finance other approved requirements			
c. Placed in reserve or applied to reducing the President's budget			

3. Summary descriptions of past year cost reduction achievements when the achievement:
 - a. Has applicability to other departments and agencies; or
 - b. Has a significant estimated budgetary effect in the current or budget year.

*If cost reduction is selected as a Priority Improvement Project and reported in Section II, this Section will not be submitted.

**Dollar savings actually achieved during the past year.

***The estimated budgetary effect in the current and budget year of cost reductions achieved in the past year, if applicable, as covered in Circular A-11, Section 24.1.

SECTION VIII - NOMINEES FOR PRESIDENTIAL MANAGEMENT IMPROVEMENT AWARDS

1. Submit for each nomination:
 - a. Nominee's name, title, and grade; or identification of group.
 - b. Organization.
 - c. Summary of achievement.
 - d. Summary of benefits.
 - e. Agency contact official (name, title, phone number).
 - f. Any agency award that has been granted or is in process for the achievement.
 - g. Specific evidence of the degree of ingenuity, innovation, extraordinary dedication, or exceptional skill demonstrated by the nominee.
 - h. Any additional pertinent information.
2. Nomination limitations: None. However, each potential nomination should be carefully screened to assure that the nomination is warranted. If more than one nomination is submitted, indicate the order or preference.

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